

Arkansas Department of Career Education

**Rehabilitation Services Facility Specialist- Rehabilitation Program Specialist Job Vacancy
Announcement**

Recruitment Period:

Monday, October 31, 2016 through Friday, November 04, 2016

Position Number: 22081977 Class Code: L057C Grade: C116

Entry Level Salary: \$ 30,713

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Rehabilitation Services Facility Specialist- Rehabilitation Program Specialist. The Rehabilitation Services Facility Specialist will function as the Rehabilitation Program Specialist. The Rehabilitation Program Specialist is responsible for planning, certifying, directing, monitoring, auditing and evaluating services provided to individuals with the most significant disabilities through external employment programs statewide for compliance. Extensive travel is required, overnights, some evenings and weekends. This position is governed by state and federal laws and agency/institution policy. This position is located in the Little Rock Central Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Rehabilitation Services Facility Specialist- Rehabilitation Program Specialist. Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 4:30 p.m., Friday, November 04, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education

**Rehabilitation Services Facility Specialist- Rehabilitation Program Specialist Job Vacancy
Announcement**

Position Number: 22081977 Class Code: L057C Grade: C116

Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in sociology, psychology, or a related area; plus three years of experience in vocational programs or a related area.

Preferred Qualification

Experience as: Vocational Rehabilitation Counselor, Vocational Rehabilitation Program Assistant, or direct service provider to individuals with disabilities. Experience with vocational rehabilitation programs and services, including services provided by Community Rehabilitation Programs and Supported Employment Providers.

Job Duties and Responsibilities

Review application submitted by external employment entities requesting ARS certification to become an External Employment First vendor: Community Rehabilitation Programs, Supported Employment Programs and External Job Placement.

Create and process certification documentation for new vendors.

Monitor statewide vendors to assure compliance, effectiveness of services and cost, assuring the program meets the required External Employment First certification/standards and determine audit issues.

Evaluate program effectiveness through reviewing and analyzing vendor's client records, operational records, accessibility and evaluation of the program services through onsite and desk audits.

Prepare site visit monitoring reports, and administers corrective action plan to assure compliance if determined noncompliant.

Consult and advise vendors and ARS staff on policies, procedures, issue resolutions and regulations both at the state and federal level.

Review case management system files to verify accuracy of payments by the ARS field staff and reconcile any discrepancies.

Conduct networking opportunities with individuals with disabilities, family members, guardians and others to assure appropriate services are rendered and to review the need for establishment, expansion and improvement of service vendors.

Oversight of field counselor liaison reports related to Community Rehabilitation Programs.

Performs other duties as assigned.